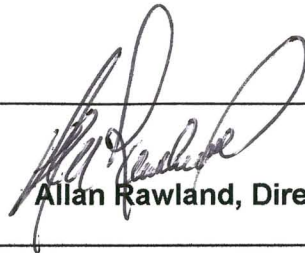


# County of San Bernardino

## Department of Behavioral Health

### Vehicle Usage Policy

Effective Date 1/25/95  
Revision Date 2/7/07



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Allan Rawland, Director

**Introduction** The information below describes the Department of Behavioral Health's Policy concerning the use of Department assigned vehicles.

- Policy**
1. All Department assigned vehicles will be accessible to all programs within the Department. Each vehicle will maintain the [County Vehicle Log](#) to be completed by the driver.
    - Usage of vehicles parked at the Gilbert Street Complex will be coordinated through Property Management
    - Usage of all other vehicles will be coordinated through the program to which they are assigned. Each program/clinic will maintain a log listing the vehicle sources (Motor Pool, assigned, borrowed), mileage used, and purpose
    - Staff wishing to reserve a vehicle needs to do so with the designated contact person. The contact person will maintain a written schedule for vehicle usage at the assigned location.  
**Priority usage will supersede scheduled vehicles**
  2. Priority of vehicle usage will be given to activities involving transportation of clients, as **clients are not to be transported in personal vehicles.** The second priority will be given to staff activity directed to field trips, home visits, and other client contacts in the field.
  3. Prior to scheduling Motor Pool vehicles, the availability of Department assigned vehicles shall first be determined by checking with programs having assigned vehicles in the immediate area by contacting the designated contact person.
  4. It will be the responsibility of the Program Manager where a vehicle is assigned, to ensure that the vehicle meets County Departmental utilization standards and expectations. Vehicles not well utilized will be transferred to another program or returned to Motor Pool.